



SDOP Mid Council Committee Grant Process Overview

(Grant Application Packet **Parts A & B** due **November 1**)

1 PHASE I

- 1.1 Mid Council SDOP Committee Chairperson receives letter from National SDOP office indicating funds available for Committee for current year via email (typically in the Spring of each year).
- 1.2 Mid Council (Presbytery/Synod) receives Master Grant Agreement (MGA) with same dollar amount as in letter in 1.1 via **DocuSign** for signature of Grantee Authorized Representative (ex. Executive Presbyter [EP], Stated Clerk, etc.).

2 PHASE II

- 2.1 Applicant community group completes **Part A** of “Mid Council SDOP Committee Grant Application Packet” (Application). Application is available on the SDOP website “Apply for f Grant” <https://www.presbyterianmission.org/ministries/sdop/apply-grant/>.
- 2.2 Mid Council SDOP Committee (Committee) reviews application for funding criteria eligibility.
- 2.3 Committee votes to approve or reject application:
 - 2.3.1 For **approved** applications - Committee sets up face-to-face site visit date.
 - 2.3.2 For **rejected** applications - Committee informs applicant group of its decision. No further action is needed.
- 2.4 Committee completes face-to-face site visit (or ZOOM call- site visit)
- 2.5 Committee votes whether to validate and fund project or not.
- 2.6 Once a decision is made:
 - 2.6.1 For **funded** projects - Committee completes **Part B** (Project Evaluation & Request for Payment) of the Application and submits it to SDOP national office.
 - 2.6.2 For **rejected** projects - Committee informs applicant group of its decision. No further action is needed.

3 PHASE III

- 3.1 Once completed **Parts A & B** of the Application are received in SDOP national office.
SDOP staff completes
- 3.2 PC (USA) Award Letter (i.e. Addendum) in accordance with amount Committee has granted to group. Award Letter is submitted to Mid Council via **DocuSign** for signature of Grantee Authorized Representative (ex. EP, Stated Clerk, etc.).
- 3.3 After MGA and Addendum are signed, SDOP staff submits invoice request of payment to accounting department for further processing.

4 PHASE IV

- 4.1 Once payment has been released to Presbytery/Synod, SDOP staff send “Notification of payment” letter (via email) to Committee Chair. Along with notification of payment a reminder is also sent that **Part C** of Application “Narrative Report” (Report) is due no later than date specified on Addendum (Award Letter).
- 4.2 Committee awards funds to applicant group.
- 4.3 When the report mentioned in 4.1 is due, committee completes and submits it to the SDOP national office. Failure to submit it will result in Committee not being able to submit further funding requests.